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HEADQUARTERS KIRTLAND AIR
FORCE BASE**

**KIRTLAND AIR FORCE BASE
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Security

**CODE ADAM AND AMBER
ALERT PROCEDURES**



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This publication outlines the responsibilities for implementation of Code Adam procedures and America's Missing: Broadcast Emergency Response (AMBER) Alerts™ on the installation. This publication applies to 377th Air Base Wing (ABW) and associate units, active duty, and retired military personnel, Kirtland civilian Department of Defense (DoD) personnel and contractors working on the installation. This publication applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

A change in responsibility of who will ensure a family liaison is established. Removed all offices listed as authorized requesters, with the exception of Albuquerque Police Department (APD) Child Exploitation Detail (CED). 377th Services Squadron was replaced with 377th

Force Support Squadron (FSS). Specific personnel to be part of the conference call with APD CED were identified.

1. Responsibilities. The authority governing the New Mexico (NM) State AMBER Alert system is New Mexico Statutes 29-15A-1 through 5, New Mexico Statutes Annotated (NMSA) 1978, effective April 2003, NM Department of Public Safety and NM State Police policy and procedure. All 377th Security Forces Squadron (377 SFS) personnel are responsible for becoming thoroughly knowledgeable of the procedures identified within this publication. All other 377 ABW organizations and associate units shall have a basic understanding of the procedures within this publication and their offices' specific responsibilities or required actions.

2. Code Adam Requirements.

2.1. All government owned/operated public facilities on the installation that houses or are frequented by children will develop, implement, and maintain a Code Adam program in accordance with the guidelines established in this publication.

2.2. As a minimum, the following facilities will utilize the establish procedures outlined in this publication:

2.2.1. 377th Medical Group (MDG)

2.2.2. 377th Force Support Squadron (FSS)

2.2.2.1. Child Development Centers (CDC)

2.2.2.2. Boys/Girls Club/Youth Center

2.2.2.3. Bowling Facility

2.2.2.4. East and West Fitness Centers

2.2.2.5. Lodging

2.2.2.6. Base Library

2.2.3. Army & Air Force Exchange Service (AAFES)

2.2.3.1. Base Exchange (BX)

2.2.3.2. Shoppette (East side and West side)

2.2.3.3. Mini Mall

2.2.3.4. Base Theater

2.2.3.5. McDonalds

2.2.4. DECA/Commissary

2.2.5. 377th Civil Engineer Division

2.2.5.1. Military Family Housing Community Center (East)

3. AMBER Alert Program.

3.1. **AMBER Alert Criteria.** Child abduction situations will drive the issuance of an AMBER Alert Notification. All of the following items must be present prior to issuing an AMBER alert:

- 3.1.1. A non-family abduction of a child under 18 years of age.
- 3.1.2. Reason to believe child is in imminent danger of great bodily harm or death.
- 3.1.3. Information about the child and/or abductor that may assist in bringing the abduction to a successful resolution. If one or more of these criteria are **NOT** present, **DO NOT** issue an AMBER Alert.

4. General Duties and Responsibilities.

4.1. **Government Owned/Operated Public Facilities.** Each group identified in paragraph 2.2. (i.e., MDG, FSS, AAFES) will utilize the Code Adam Outline in Figure A2.1. during Code Adam/AMBER situations. Additionally, they:

- 4.1.1. Are responsible for providing initial training, and annual recurring training thereafter, to all employees. This training will be documented and maintained by the organization.
- 4.1.2. Are responsible for knowing and complying with their organization's Code Adam/AMBER procedures.
- 4.1.3. Will exercise their procedures frequently enough to ensure their employees are thoroughly familiar with their responsibilities and can perform them in unison as a team shall the need arise.

4.2. **377 SFS/S5C.** 377 SFS/S5C is responsible for overseeing the Code Adam/AMBER program for the installation as part of a Crime Prevention initiative. S5C will do the following;

- 4.2.1. Assist organizations in the development of their programs by providing guidance, applicable materials, and program updates as they become available.
- 4.2.2. Help train individuals if requested. SFS will also conduct exercises on facilities as requested.

4.3. **Base Defense Operations Center (BDOC).** The BDOC Controller will perform the following duties:

- 4.3.1. Determine if circumstances of the report meet the definition of a missing child.
- 4.3.2. Dispatch, in a prompt manner, a patrolman to the scene of the report. The National Child Search Assistance Act (NCSAA, 42 U.S.C. § 5779 and 5780) mandates law enforcement's immediate response to reports of missing children; no establishment or observance of a waiting period before accepting a case.
- 4.3.3. Dispatch additional patrolman to the scene and/or sweep locations as requested/needed.
- 4.3.4. Input required information into National Crime Information Center (NCIC). The National Child Search Assistance Act mandates immediate entry of descriptive information about the missing child into the Federal Bureau of Investigation's (FBI) NCIC Missing Person File and close liaison with National Center for Missing and Exploited Children (NCMEC) in missing child cases. (This will be authorized by the investigative agency after further investigation into the incident.)

4.3.5. Notify the Flight Chief and other applicable agencies (i.e. Security Forces Investigations, Air Force Office of Special Investigations [AFOSI]).

4.3.6. Transmit the appropriate radio alerts and other notifications.

4.3.7. Search agency records for related information, specifically any records such as those pertaining to the family, the place the child was last seen and the child's residence.

4.3.8. Safeguard all pertinent records (i.e. phone conversations, written documents and radio transmissions).

4.3.9. Activate established protocols for working with the media, including activation of the AMBER Alert system and/or immediate community notification methods when appropriate.

4.4. **Initial Responders.** Initial responders (typically 377 SFS personnel) to a suspected child abduction will perform the following duties (unless relieved by a Security Forces Investigator or AFOSI agent):

4.4.1. Respond promptly to the scene of the report. Activate patrol vehicle mounted video cameras if available.

4.4.2. Interview the parent/guardian or person making the report (i.e., babysitter, daycare provider).

4.4.3. Obtain a detailed description of the missing child including photos and/or videos.

4.4.4. Confirm the child is in fact missing. Never assume searches conducted by distraught parents or others have been performed in a thorough manner.

4.4.4.1. Conduct a thorough search of the immediate area including residence(s), vehicles, other buildings, etc. Another check of the scene shall be made and include places where children could be trapped, asleep or hiding.

4.4.4.2. Private property (i.e., residences and vehicles) will only be searched based on consent of the housing resident or vehicle owner. Coordinate with Air Force Nuclear Weapons Center (AFNWC) Judge Advocate (JA) to obtain an authorization to search prior to conducting any search where consent has not been received.

4.4.5. Initial responders shall ask if parents have checked with the child's friends or perhaps overlooked or forgotten something the child may have said that would explain the absence.

4.4.5.1. Inquire if the child has access to the Internet, cell phone and/or other communication devices. Determine if the child may have left to meet someone he/she encountered while online.

4.4.6. Verify the child's custody status. Ascertain whether a dispute over the child's custody might have played a role in the missing episode or might constitute a risk factor.

4.4.7. Determine when, where and by whom the missing child was last seen.

4.4.8. Interview the individual(s) who last had contact with the missing child.

4.4.9. Identify the missing child's zone of safety for his/her age and developmental stage. Attempt to determine how far a missing child could travel from the location where last seen before he/she would most likely be at risk for injury or exploitation.

4.4.10. Obtain a description of the suspected abductor(s) and other pertinent information. Utilize facility security cameras when available.

4.4.11. Advise the BDOC of the information received, including the last known location, and have the information broadcast to all post and patrols

4.4.12. Identify and separately interview potential witnesses at the scene, including children.

4.4.13. Conduct an immediate, thorough search of the scene.

4.4.14. Secure the scene, area of child's home and areas of interest as potential crime scenes.

4.4.14.1. Ensure the integrity of all potential evidence.

4.4.15. Obtain any new information when made available.

4.4.16. Prepare necessary reports and forms.

4.5. Flight Chief (with the assistance of Security Forces Investigations and/or AFOSI as necessary). The Flight Chief will:

4.5.1. Ensure he/she is briefed by the initial responder and determine if additional resources are needed.

4.5.2. Consider activation of the AMBER Alert system and/or other immediate community notification methods (after clarification from applicable investigative agency i.e. Security Forces Investigations, AFOSI).

4.5.2.1. If there is any doubt as to whether the present incident meets criteria contact the Albuquerque Police Department (APD) Child Exploitation Detail (CED) and request a conference call between APD CED and the following: 377 SFS/Security Forces Group (SFG) Commander and/or AFOSI Det 116 Commander, JA and the 377 ABW/CC to discuss the possible AMBER Alert system activation.

4.5.2.2. If the CED supervisor concludes a high probability exists the child was abducted and is in danger of serious bodily harm or death, he/she will activate the Area Law Enforcement Response Transmission (ALERT) broadcast.

4.5.3. Establish a command post, if needed, as soon as abduction is confirmed.

4.5.4. Organize and coordinate an immediate search of the area surrounding the missing child's home and/or place where the child was last seen.

4.5.5. Ensure all required notifications have been made.

4.5.6. Ensure the victim unit establishes a liaison with the victim family.

4.5.7. Confirm all applicable checklists are utilized.

4.5.8. Manage media relations. Notify 377 ABW/Public Affairs (PA) during duty hours at 846-5991 (or after duty hours via the Command Post at 846-3777) and have them

transmit all information utilizing all available resources (i.e., base marquee, base-wide e-mail) and prepare a statement for release to off-base media sources. Statements will be released per the expert opinion of the JA and AFOSI. Contact the communications directorate for use of the giant voice.

4.6. **Investigator.** The investigator assigned to the case (typically personnel from SF Investigations or AFOSI) shall:

- 4.6.1. Obtain a briefing from agency personnel at the scene.
- 4.6.2. Verify the accuracy of all descriptive information.
- 4.6.3. Initiate a neighborhood investigation.
- 4.6.4. Obtain a brief history of recent family members.
- 4.6.5. Explore the basis for any conflicting information.
- 4.6.6. Complete all remaining key investigative and coordination steps.
- 4.6.7. Implement effective case management.
- 4.6.8. Evaluate the need for additional resources and specialized services.
- 4.6.9. Update descriptive information.
- 4.6.10. Monitor media relations. Coordinate all media releases with PA.
- 4.6.11. Enter the unidentified child's description into the NCIC Unidentified Person File.

4.7. **Victim Unit.** The unit of the victim's sponsor will ensure a victim family liaison is established.

4.8. **Victim family liaison.** The family liaison will explain to the family what investigative actions are being employed and what the family can do to assist in the search. The liaison can also help the family work with the media through PA.

5. Use of Volunteers.

5.1. Volunteers will be used only when absolutely necessary. Duties of volunteers will be established based on the case and needed involvement.

5.2. If volunteers are used, they must be under direct supervision of 377 SFS personnel.

5.3. No person will be allowed to volunteer without first being identified. The person's information will be recorded and kept for future reference. Accurate recordkeeping of names and duties of volunteers must be maintained. The 377 SFS will utilize NCIC to conduct a background check of volunteers at the earliest possible opportunity. The background check

will be conducted prior to the volunteer being allowed to participate. **NOTE:** The offender may attempt to volunteer to gain information.

5.4. Information disseminated to volunteers will consist of the information issued to the media and approved by PA, with the guidance of the lead investigative agency (i.e., AFOSI).

JOHN C. KUBINEC, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*

NM State Law 29-15A through 5

Law-Enforcement Policy and Procedures for Reports of Missing and Abducted Children

National Center for Missing and Exploited Children

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army & Air Force Exchange Service

ABW—Air Base Wing

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFNWC—Air Force Nuclear Weapons Center

AFOSI—Air Force Office of Special Investigations

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ALERT— —Area Law Enforcement Response Transmission

AMBER—America's Missing: Broadcast Emergency Response

ANG—Air National Guard

APD—Albuquerque Police Department

BDOC—Base Defense Operations Center

BX—Base Exchange

CDC—Child Development Center

CED—Child Exploitation Detail

DoD—Department Of Defense

FBI—Federal Bureau of Investigation's

FSS—Force Support Squadron

KAFB—Kirtland Air Force Base

JA—Judge Advocate

MDG—Medical Group

NCIC—National Crime Information Center

NCMEC—National Center for Missing and Exploited Children

NCSAA—National Child Search Assistance Act

NM—New Mexico

NMSA—New Mexico Statutes Annotated

USC—United States Code

OPR—Office of Primary Responsibility

PA—Public Affairs

RDS—Records Disposition Schedule

SFG—Security Forces Group

SFS—Security Forces Squadron

SFS/S3—Security Forces Squadron/Operations

SFS/CC—Security Forces Squadron/Commander

S5C—Security Forces Crime Prevention

S5RP—Security Forces Resource Protection

Terms

Abducted Child—A child younger than 18 years of age who has been maliciously taken, detained, concealed, or enticed away by a person(s) who does not have custodial rights to the child.

AMBER Alert—A statewide, regional, or nationwide notification to the general public, by various media outlets, of a confirmed child abduction. This program is designed to quickly transmit information about the abduction in order to locate the abducted child and/or perpetrator with minimal delay.

Authorized Requestor—Typically, APD CED is the only authorized requestor. However, approval will be granted to personnel trained to NM State standards and guidelines on the procedures involved in determining that all AMBER Alert criteria are met prior to issuance.

Code Adam—A nationally-recognized "missing child" safety and security program designed to prevent child abductions and to find children lost in public facilities. The program establishes a series of steps that facility employees can follow if a child is reported missing.

Missing Child—A child who is younger than 18 years of age, whose whereabouts are unknown to a parent, guardian, or responsible party.

Zone of Safety—A dwelling, school, play area, or other area(s) of activity, whether public or private, that provides reasonable expectation of safety. This includes situations where children over 10 years of age are under the supervision of persons who are authorized to provide a zone of safety, or situations where children 10 years of age or less are required by law to be under the supervision of an adult.

Attachment 2
CODE ADAM OUTLINE

Figure A2.1. Code Adam Procedures Example

Step 1: OBTAIN A DETAILED DESCRIPTION OF THE CHILD, INCLUDING:

- Date/Time of Incident: _____
- Name: _____
- Age: _____
- Gender: _____
- Hair Color: _____ Eye Color: _____
- Height: _____ Weight: _____
- Clothing, Color and Type: _____
- Outer Wear, Color and Type: _____
- Shoes, Color and Type: _____
- Head Covering, Color and Type: _____

**Step 2: GO TO THE NEAREST PUBLIC ADDRESS SYSTEM AND ANNOUNCE
“CODE ADAM IN PROGRESS” (or use a locally devised system to alert all personnel
working in the area)**

- Announce the detailed descriptive information you received.
- Give the extension of the phone you are using
- Designated associates will immediately monitor all doors
- Ask customers with children resembling the description of the missing child to wait. Ask the child his/her name and if the adult is his/her parent.
- A designated associate will escort the parent/guardian of the missing child to the Manager's office. Have the parent/guardian assist in any possible identification.
- Other associates will search other pre-designated areas (such as bathrooms, game rooms, arcade room or other exits).
- If your facility has a camera, have a designated person monitor cameras.

Step 3: IF THE CHILD IS NOT FOUND:

- Call the 377 SFS Base Defense Operations Center (BDOC) at 846-7913/7926 and follow their guidance.
- If you know the child was taken, attempt to gain the description of the person other information outlined in Step 5 below.
- Provide the number for the National Center for Missing and Exploited Children, at 1-800-THE-LOST (1800-843-5678), to the parent(s) or legal guardian.

Step 4: IF THE CHILD IS FOUND AND APPEARS TO HAVE BEEN LOST AND IS UNHARMED, REUNITE THE CHILD WITH THE PARENT(S)/GUARDIAN.

- Announce over the page system that "CODE ADAM" is cancelled.

Step 5: IF THE CHILD IS FOUND BUT IS ACCOMPANIED BY SOMEONE OTHER THAN THE PARENT(S)/GUARDIAN:

- Use reasonable efforts to delay the departure of the person accompanying the child.
- Call the 377 SFS BDOC at 846-7913/7926 and give a full description of the person if possible:
- Gender: _____
- Hair Color: _____ Eye Color: _____
- Height: _____ Weight: _____
- Clothing, Color and Type: _____
- Head Covering, Color and Type: _____
- If they have left in car, give a description of the vehicle if possible:
- Vehicle Color: _____
- Vehicle Make/Model: _____
- Direction of Travel of vehicle: _____
- Description of weapon(if applicable): _____

Step 6: CONCLUDE THE INCIDENT WITH:

- An announcement over the public address (telephone) system that "CODE ADAM" is cancelled.

BOTTOM LINE: The CODE ADAM ends either when the child is found or upon termination by Security Forces.